

CHARLESTOWN HERITAGE COMMISSION MEETING MINUTES

Tuesday, 25 October, 2011 7:00 pm
Bakery Building, Main Street, Charlestown, NH

Present: Wesley Van Velsor, Joyce Higgins, Terry Spilsbury, Eric Lutz, Carol Clark; alternates Sue Richardson and Aare Ilves; guests Jeanne & David Moody

Absent: Barbara Jones

The Charlestown Heritage Commission was called to order at 7:00 pm by Chairperson Terry Spilsbury. Aare was seated as alternate in the absence of Barbara. Eric was warmly welcomed back to the Commission meetings.

1. Wes made a motion to approve the minutes for the 27 September, 2011 meeting. The motion was seconded by Sue, and the minutes were unanimously passed with the abstentions of Eric and Aare, who were absent from the last meeting.
2. Aare passed out the financial report for the period through 10/24/11. Aare explained recent expenses and income. He suggested the Commission wait until mid-December to transfer any unused funds from the general account to savings.
3. The Commission discussed the upcoming budget request of \$3,500 for 2012. It was deliberated whether the Commission should consolidate the request into one entry for \$3,500, or submit two entries - \$1,500 specifically for benches and \$2,000 for other operating funds. It was decided that the request for \$3,500 be made as a single line item request, and Terry would contact Jessica Dennis and be available should questions arise or if supporting details need to be provided.

Following this discussion, Aare submitted his letter of resignation as alternate member. The Heritage Commission agreed that they would be sorry to see Aare leave, but accepted his resignation and expressed their appreciation for all his work and many efforts. Eric agreed to take up the role as bookkeeper for the Charlestown Heritage Commission.

- 4.a. Joyce said there was a lot of proofreading done last month and items were slowly coming in.
- b. Jeanne Moody, guest advisor on indexing and editing, gave a comprehensive overview of options for indexing, editing, layout, and design options for the Third History. She finished by saying that she would be willing to work with the Commission on the Third History and could be engaged at reasonable rates to assist indexing as well as final copy editing/proofreading.
- c. Eric handed out Third History publication choices in a comparison grid. Eric talked through a summary of the choices and the next steps were discussed regarding extras, variable costs, cost differences, timing, and quote clarification. It was agreed to discuss

this further at the November meeting with a final comparison summary. It was noted that to date, the town has advanced \$9,000 toward the Third History project, and at this time there are unexpended funds available totaling about \$5,530. At the November meeting, we plan to discuss what more we think we will be paying and sales/marketing strategies. Terry, Wes, and Eric agreed to meet again to discuss this topic before our next meeting.

5. Carol delivered positive feedback from the Charlestown Women's Club to the Heritage Commission for the wonderful bench. The Commission agreed to defer until mid-2012 to determine what material to put under the bench and to get the ground material for this bench and the next benches at the same time. Carol will take a photo of the bench outside the library, and will send this with the note signed by all Commission members to Barbara Jones in appreciation for her generous \$500 gift toward future benches.

6. Joyce told the Commission that Judi Baraly had presented the renovation/restoration project of the Town Hall to the New Hampshire Preservation Alliance and it was chosen as one of the "Seven to Save" projects. LCHIP personnel are also coming in early November to visit the Town Hall regarding a grant request. Joyce gave a current update on the elevator requirements for the Town Hall. Joyce also stated there is effort underway to get a banner to cross Main Street to inform people that the Town Hall needs repairs. Joyce said Judi would like to start meetings at the Town Hall on Saturday mornings. An "open house" event will be held on Sunday, November 13th in an effort to generate interest, raise money and request volunteers to help with fundraising efforts, including sending letters to businesses soliciting their support. Further, a craft fair will be held on Saturday, December 10th. Joyce also said that other grants could qualify as matching money, if necessary.

7. A plaque for the Town Hall has not yet been priced, but the Commission agreed that it would be a good idea to continue this effort to draw additional attention to the historical significance of the building.

8. From what Eric has heard, reports indicate that the Fort at #4's activities produced a successful summer.

9. There was no news on the cannon.

10. Discussion was held regarding the December article for *Our Town*, and the possibility of incorporating a reminder for residents to display white lights in their house windows. Joyce agreed to review some of the Third History entries regarding Christmas/holidays and put a couple in the December issue.

11. Eric stated that there were individuals staying at his Bed and Breakfast who wished that the carved wooden structure at 122 Main Street be protected and sealed.

The meeting was adjourned at 9:42.

The next Heritage Commission meeting is scheduled for November 29, 7:00 pm at the Bakery building.

Carol Clark, Secretary
Approved minutes